

Administrative Policy No. 6.11

Subject: Institution Meal Pricing Cost Reporting

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Authorizing Source: Operations and Support Services Division

Effective Date: June 15, 1990

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Approved By: original signed by Sharon Swanson
Senior Director, Policy & External Relations

Purpose

The purpose of this policy is:

- To establish a fee for meals paid for by employees and the public at all Department of Social and Health Services (DSHS) residential facilities, hospitals, and institutions.
- To collect monthly data from residential facilities, hospitals, and institutions for the purpose of identifying meal cost trends, contract and consolidation opportunities, and areas of potential cost savings.

Scope

This policy applies to all DSHS residential facilities, hospitals, and institutions.

Policy

Each DSHS residential facility, hospital, and institution shall independently determine the price of meals paid for by employees and the public.

To calculate meal pricing, DSHS Residential facilities, hospitals, and institutions add food costs and salary and benefit costs together for each month of the fiscal year and divide by the total number of meals served for that month. These monthly figures are used to determine an annual average price per meal. The new meal price takes effect August 1st, and will remain in effect until the following August.

$$\text{Meal Pricing} = \frac{\text{Fiscal Year Food Costs} + \text{Fiscal Year Salary and Benefit Costs}}{\text{Total Meals Served}}$$

Total Number of Meals Served

Food managers must report the monthly meal cost summary data to the Central Purchasing Unit by the 15th of the month following the report month. Food Managers must report electronically on the Central Purchasing Supply Chain site. Reporting of food cost data and meal count data is required. Reporting of food service salary and benefits information is optional.

The Central Purchasing Unit will use the information to produce the [Annual Meal Cost Memo](#) and to identify meal cost trends, contract and consolidation opportunities, and other areas of potential cost savings. The information collected may be used to respond to Legislative inquiries.

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